

CRWEC RENTALS FAQ

What is the CRWEC?

The Cedar River Watershed Education Center (CRWEC) is a regional education facility, operated by the City of Seattle, as a gathering place to connect people with the source of their water. The CRWEC offers programs and classes year-round. There is an Exhibit Hall and Sales Area. The CRWEC's primary goal is Education. Rentals are offered as a public service and to offset the operating costs.

What rooms can I rent?

The main rental room is the Auditorium. It seats 60 – 80 people at tables. It has a kitchen. You can rent the Learning Labs which are like a classroom. They seat approximately 30 people. They can be divided in half and just one side rented. The smallest rental room is the Friends Meeting Room. It seats 8 – 10 people.

How many people can the CRWEC accommodate?

The facility can accommodate 100 people maximum, regardless of the number of rooms rented.

How far in advance can I book the CRWEC?

For the busy season, May – October, we begin accepting reservations starting January 1st. For rentals November – April, we accept reservations 6 months in advance.

How quickly do rooms rent?

This varies. Weekends, July – October, are very popular and can be booked up by the middle of January. Weekday rentals are limited since our spring and fall school programs are held in the rooms.

What are your operating hours?

Operating hours are the hours when CRWEC staff is regularly on duty. Operating week day hours are Tuesday – Friday, 8am – 5pm. Weekend operating hours are 9am – 5pm and begin April 1st and end October 31st.

What hours can I rent?

Rentals end a half hour before sunset, including all clean-up time. This means you must be off the grounds, as the gate to the parking area will be locked at this time. Ask a CRWEC staff person for specific times by date. Rental times are not limited to the CRWEC operating hours. However, if a discounted group rents outside the operating hours, there is an additional labor fee at a minimum of 4 hours. For example, if you wanted to start at 7am an additional \$200.00 would be added to your rental fee.

Are you open in the winter? How much snow do you get?

We are open during the winter. The elevation of the Education Center is 920 feet above sea level, so we do get more snow than Seattle, North Bend or Issaquah. Most of the winter there is no snow, but there can be a lot of rain and heavy wind. If you have an after-hours rental and the roads to the CRWEC must be cleared, there will be an

additional fee of \$100.00 an hour with a minimum of 4 hours. At minimum add \$400.00 to your rental fee, if there is too much snow to drive through.

How much parking is available?

We strongly encourage carpooling. Parking availability varies; many people visit the CRWEC and Rattlesnake Lake. There are approximately 60 spaces. During the operating hours of the CRWEC, 13 marked spaces are reserved for visitors or program participants.

Who will set up the tables and chairs (inside & outside)?

You are responsible for setting up and taking down the tables and chairs. You must include this time in your rental. For a large event figure 1 – 2 hours of set-up and 1 – 2 hours for clean-up. The room is to be left in the same condition it was when you arrived.

What are your Catering Rules & Regulations? Can we provide our own food? Can we have a pot-luck?

You may have a pot-luck. You are responsible for all cleaning. Refrigerator space is limited. You may use any caterer. All caterers must have a current Health Certificate, Business Licenses and Commercial Liability Insurance.

Are we required to use a specific caterer?

The CRWEC allows you to bring in a caterer of your choice. We do, however, have a list of caterers whom are experienced with the Education Center and the list can be provided to you upon request.

Why does my caterer have to sign the rental agreement?

The caterer needs to sign the agreement because they must be aware of the rules. This is to your benefit, because you are responsible for any damage or additional labor charges.

Is alcohol allowed at the CRWEC?

Yes, alcohol is allowed at the CRWEC with a licensed bartender serving ALL alcohol unless it is a ceremonial toast. You may have a ceremonial toast of 1 serving of 4 oz. per person. Most caterers have a bartender on their staff. You must also purchase a banquet permit. You can pick-up a banquet permit at any state liquor store for under \$20.00.

What type of alcohol can we have at our event?

All types of alcohol can be served at the CRWEC.

How can the alcohol be distributed during our event?

All alcohol MUST be served by a Class 12 Mixologist (licensed bartender):

<http://www.liq.wa.gov/licensing/Mast.aspx>, except for ceremonial toasts. Personal use of privately provided alcohol, including flasks, is not allowed.

When and where can alcohol be distributed?

Service is allowed during your rented event hours as long as served by the Class 12 Mixologist. Alcohol service must not begin until the event start time and end 1 hour prior to your contractual end time. For example an event beginning at 6 pm could not

have alcohol served at 5 pm when people are setting up and an event ending at 10 pm will do last call at 9 pm. All alcohol must be consumed on and within the rented area. Alcohol is not allowed in the welcome room/exhibit hall or around the CRWEC ground

Who is responsible for the alcohol at my event?

The legal responsibility for any guest's consumption of alcohol rests with the individual signing the rental contract. *These Rules & Regulations are required for your protection!*

What about Garbage and Recycling?

If you have a catered meal, the caterer is required to take garbage off site. You should tell your caterer this in advance. You are required to recycle. We can recycle glass, tin/aluminum and mixed paper. We also recycle food waste:

<http://www.rabanco.com/documents/yard%20waste%20and%20food%20waste%20w%20fish.pdf>

What equipment comes with my rental?

The CRWEC has 30x60 tables, chairs, dishes, AV equipment and flip chart easels. There is an inventory included with the cleaning directions, the availability of equipment varies.

Do you provide the linens?

No, these items can be procured through your caterer.

When do you accept deliveries?

Space is limited and deliveries are accepted on a case by case basis. Deliveries to the CRWEC can be made on Friday, 8am – Noon. Deliveries will not be accepted if no prior arrangements have been made. Any items not removed on the date of your event must be picked up on Tuesday, 8am – Noon.

Can I have Candles? A campfire?

Candles, campfires and any other flammable activity must be approved by the Facility Coordinator. If you have candles they must have a container to catch wax. Campfires may be restricted due to fire danger.

Will there be staff on site?

Yes, there will always be a staff person on site. During after-hours rentals the staff person is there to supervise your event and meet your needs. Staff is not responsible for set-up, take-down or clean-up of your event.

When is the rental agreement due?

The rental agreement is due when you make the reservation. Your rental reservation is not confirmed until the rental agreement is received.

When are the rental fees due?

The security deposit is due when you turn in the rental agreement. Your reservation is not official without the rental agreement and security deposit. The security deposit will go to

your rental fee. For example, if your rental fee was \$1,000.00 after you paid the \$250.00 security deposit your rental fee would only be \$750.00. The remaining rental fee and damage deposit are due 2 weeks before the event.

What is the difference between the Security Deposit and Damage Deposit?

The security deposit is non-refundable and is part of your rental fee. It “secures” your rental date. The Damage Deposit is fully refundable. This fee covers any damage or labor charges that may incur during your rental. The Damage Deposit should be paid with a separate check.

What is the labor fee?

The labor fee is an additional charge to your rental. This charge is added to discounted groups renting after hours. It may also be taken from your Damage Deposit if you went over your scheduled hours, left too much garbage on site, or did not clean up well enough.

My group is a non-profit or government organization, do I get a discount?

Yes, you do. There are discounts for non-profits and government groups. This discount only applies to events sponsored by your organization.